

MONROE COUNTY

JOB DESCRIPTION

Position Title: FOREMAN, PARKS & BEACHES MAINTENANCE

Date: 04/27/05

Position Level: 6

FLSA Status: Nonexempt

Class Code: 6-13

GENERAL DESCRIPTION

Primary function is to supervise maintenance crew and perform tasks associated with maintenance and repairs of County Parks and Beaches.

KEY RESPONSIBILITIES

1. *Analyze projects ensuring completion in a cost effective and efficient manner.
2. Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
3. *Coordinates jobs with maintenance crew, supervisors and contractors.
4. Purchase materials with purchase orders and secure delivery to job site.
5. Ensures that work is completed in a safe and efficient manner.
6. *Maintain County Parks and Beaches including emptying trash containers, picking up litter, cleaning pavilions, cleaning barbecues, mowing, raking, trimming trees, removing weeds, planting new plants, watering trees and new plantings, and other basic maintenance such as painting and carpentry work as needed.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: FOREMAN, PARKS & BEACHES MAINTENANCE**Class Code:** 6-13**Position Level:** 6**KEY JOB REQUIREMENTS**

<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgement is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Florida Drivers License.

APPROVALS*Department Head:*

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____